

North Idaho Type 3 Incident Management Team Operations Plan

IDAHO DEPARTMENT OF LANDS

IDAHO PANHANDLE NATIONAL FORESTS

NORTH IDAHO FIRE CHIEFS ORGANIZATION

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Revised Date: July 4, 2003
Revised Date: June 1, 2004
Revised Date: May 16, 2005
Revised Date: June 1, 2006
Revised Date: June 1, 2007
Revised Date: May 28, 2008
Revised Date: May 18, 2009
Revised Date: May 25, 2010

Revised Date: June 14, 2011

Revised Date: May 25, 2012

Revised Date: May 6, 2013

Revised Date: May 19, 2014

Revised Date: March 2, 2015

Revised Date: May 24, 2016

INTRODUCTION

The intent of this plan is to provide information as to the purpose, function, and guidelines by which Type 3 Teams will operate. It is not extensive or all encompassing, but rather a short synopsis to be referenced and updated annually.

The Local/County Structural Fire Districts, the Idaho Department of Lands (IDL), Local County Disaster Services, Idaho Panhandle National Forests (IPNF), Bureau of Land Management (BLM) and Local County Sheriff's Departments have pooled personnel to create Type 3 overhead organizations to manage incidents on local jurisdictions.

The use of these teams on non-fire related incidents is outlined on page 5, "All Risk Response."

This plan will be reviewed and annexes updated annually before April 30th by the primary Incident Commander's. It will be reviewed and signed every year if there are changes by those listed on the signatory page. If there are no changes it will be reviewed and signed every three years minimally.

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TEAM GUIDELINES

The Type 3 organization, IMT3, is intended for use on local incidents within the Coeur d'Alene Dispatch Zone and IDL incidents within the state of Idaho. With prior approval, these IMT3 teams may accept out of area assignments.

On multi-jurisdictional incidents involving only the IDL and Forest Service, the Type 3 Team will typically be managed by one Incident Commander. On multi-jurisdictional incidents involving other entities, a Unified Command may be established. When more than two jurisdictions are involved, Agency Administrators will be encouraged to jointly sign a Delegation of Authority to a single IC.

ALL RISK RESPONSE

It may be necessary to configure the IMT3 with appropriate agency personnel depending upon the Declaration; all FS for Presidential or all IDL for Governor's, including the IC.

In order for the **Forest Service** to respond to an all risk incident there must be a Presidential Disaster Declaration, i.e. prepare for, respond to and recover from terrorist attacks, major disasters and other emergencies. For more information reference FSM 1590.

For the **Idaho Department of Lands** to respond to an all risk incident there must be a Governors' Disaster Declaration, i.e. prepare for, respond to and recover from terrorist attacks, major disasters and other emergencies such as local county flooding, and train derailment. For more information reference the Idaho Operations Emergency Plan.

Type 3 Team Rotation, Schedule and Out of Area Assignments

The core fire season for the Type 3 Teams will be July 1 through the end of closed fire season, which is October 15. Depending on the weather and local fire season the Teams could be asked to stand up earlier or later than July 1. Closed fire season ends October 15 but the Teams could be shut down much earlier due to season ending weather events, etc.

The rotation will be two weeks at a time and will start July 1. A Schedule will be agreed upon by the agencies and the IC's prior to fire season. This schedule will be posted on the CDC website.

The expectation is that prior to the stand-up date, the IC's will have their team's master roster completed and submitted to dispatch. Prior to each team's on-call period the IC will coordinate with each team member to ensure their availability and will submit a current assignment roster to CDC. Positions left blank on the manifest will be assumed to be "fill at time of dispatch".

Out of area assignments will be based on time of year, zone planning level, and agreement between agencies:

- The teams can accept out of area assignments outside of core fire season; each agency will need to approve their employee's participation.
- During core fire season the teams can accept out of area assignments up to Planning Level 3. Once Planning Level 3 is in place the agencies Duty Officers need to communicate with each other on whether it is OK to let a team go out of zone. Again, each agency will need to approve their employee's participation.
- At Planning Level 4 both teams will remain in zone unless an agreement is in place with each agency's Duty Officers.

MOBILIZATION / DEMOBILIZATION

MOBILIZATION

Requests for the team will be made through CDC. The requesting unit will specify the assembly time and location, arrangements for briefing the team, and transportation requirements at the time of the order. Once an order for the Team is placed with CDC, CDC will contact the IC and confirm the assignment roster. CDC will then notify team members and relay all necessary information. In the event that there is a position which has been identified as "fill at time of dispatch" CDC will seek out available local overhead resources that meet the minimum qualifications or requirements as specified by the IC. If local resources are not available to fill the order, CDC will coordinate with the IC to discuss the need for pushing the order up to the geographic area.

- CDC will review the Type 3 Team Initial Supply Order with the logistics team member and will process the identified items as appropriate; Attachment 1.

CDC will be responsible for notifying the Federal and IDL Fire Bureau Duty Officers when an IMT3 has been ordered. A briefing will be scheduled between the ordering Agency Representative and the team.

Initial Attack Coordination

In addition to the incident(s) for which they are assigned, Type 3 Teams may be delegated responsibility for initial attack on new starts within a specific area. When a Team is assigned command responsibility for one or more incidents, the Agency Administrator needs to make clear what the delegated authority includes regarding responsibility for initial attack on new starts, and support for initial attack by the host agency. Initial attack responsibilities will be coordinated with the appropriate Center Manager prior to delegation.

Single Incident with Initial Attack Support

This is the most common situation, where the Team is tasked with managing a single fire. Initial attack responsibilities will not be assigned to the Team. Teams may be asked through the Delegation of Authority to support initial attack either by designating aircraft to respond on request, or by identifying resources to assist initial attack. CDC will take all new reports of fires and through

coordination with the Unit Duty Officer will assign and manage resources under their control. If requesting the use of pre-identified resources available to assist with IA, CDC will coordinate with Ops or the T3 IC.

Incident with Initial Attack Responsibilities

If initial attack responsibilities are assigned, it is likely to be a limited geographic area in close proximity to the incident which the team is managing. Teams will be assigned the initial attack responsibilities through the Delegation of Authority for a specific geographic area. In most instances, each incident will be managed as a separate fire and tracked accordingly. When appropriate and coordinated with the local area office and CDC, these incidents may potentially be complexed. In either case, each incident will need to be reported to CDC. If CDC receives a report of a new start that falls within the team's delegated area of IA responsibility, CDC will take the fire report and notify the Team (Communications or Operations) of the report and location. The Team then directs its own resources to the fire.

If being managed as separate incidents, resources assigned will communicate directly with CDC concerning fire status, updates, and resource needs. The Team operations will assume a "duty officer" type role and CDC will coordinate with him/her to relay fire information and needs.

If the new incidents are being managed as part of a complex, the Team Operations and CDC will need to coordinate closely.

Multiple Fires with Initial Attack Responsibilities

This would consist of multiple fires from a lightning bust or other ignition source that are spread out over a large geographic area (District or IDL Supervisory Area). Through the Delegation of Authority a Team may be assigned command responsibility for all existing starts, and consideration for initial attack responsibilities for new starts on the Unit. At the Type 3 complexity, the fires may not be tactically challenging individually, but logistical, financial, and planning needs would require a Type 3 Team be assigned. The Team would stage or designate initial attack forces under the direction of Operations, and have those resources identified in the Incident Action Plan.

As with the Incident with IA Responsibilities above, CDC will take the fire report and notify the Team (Communications or Operations) of the report and location. The Team then directs its own resources to the fire. Resources assigned will communicate directly with CDC concerning fire status, updates, and resource needs. The Team operations will assume a "duty officer" type role and CDC will coordinate with him/her to relay fire information and needs.

DEMOBILIZATION

The Team will demobilize as a Team unless special circumstances exist. The IC(s) will

approve any special demobilization. Emphasis should be placed on identifying resource needs well in advance and releasing unneeded resources in a timely manner.

Transition to or from either a Type 2 or Type 1 IMT or back to the responsible agency, should be well coordinated and may require the Team to remain on the incident for an additional operational period.

A Demobilization plan will be approved by the Incident Commander and coordinated with dispatch.

OPERATING PROCEDURES AND POSITIONS

OPERATING PROCEDURES

POSITIONS

Team specific positions will be coordinated and agreed to with the requesting unit at time of dispatch.

Listed below are the target qualifications that IDL and the IPNF have agreed to, if the unit level position is not available then the next lower position in that discipline will be accepted.

Team 3 Functional Responsibility

Incident Command

Safety

Operations

Division

Air Operations

Logistics

Plans

Finance

ICS Minimum Qualification Requirement

Incident Commander Type 3

Line Safety Officer

Task Force Leader

Single Resource Boss – Operational qualification must be commensurate with resources assigned.

Helicopter Manager

Unit Leader (Supply/Food/Facilities)

Unit Leader (Resource/Situation/Document)

Unit Leader (Time/Cost/ Procurement)

OTHER POSITIONS TO CONSIDER

Communications

Law Enforcement

Liaison

Information

Communications Unit Leader / Comm Tech

Law Enforcement Supervisor

Liaison Officer/ Agency Representative

As established locally

Incident Commander/Unified Command

The IC responsibilities include: identifying the core team members, coordinating with the Agency Representatives, and ensuring Agency objectives and strategies are implemented. The IC(s) are responsible to the Agency Line Officer or Agency Administrator (Local Agency Board). The IC(s) are responsible to ensure a smooth transition between incoming teams or returning the incident to the local agency. The IC(s) should monitor other positions, make recommendations in filling additional positions, and monitor the work/rest ratio for the Team. When in place, the IC is responsible for participating on the Northern Rockies MAC Group IC Conference call (reference Attachment 2).

Safety

The Safety Officer is responsible for assessing hazardous and unsafe situations and developing measures for assuring personnel safety. The Safety Officer will correct unsafe acts or conditions through the regular line of authority although the Officer may exercise emergency authority, to stop or prevent unsafe acts when immediate action is required.

Operations

The Operations Chief reports directly to the IC(s) and is responsible for the management of all operations in relation to the incident objectives. May act as Staging Area Manager, Air Operations Director, or fill various other Operational functions. The Operations Chief is responsible for managing span of control and initiating orders for additional resources if needed.

Plans

This position is responsible for the collection, evaluation, distribution and use of information about the development of the incident, status of resources, creating, updating and submitting the ICS-209 and demobilization of the incident. Plans supervises preparation of the Incident Action Plan, conducts planning meetings, establishes check in and resource status tracking, and prepares recommendations for release of resources.

Finance

This position is responsible for posting personnel and equipment time, and providing cost analysis for the incident.

- A supply of necessary Finance forms are in the Type 3 Forms Kit NFES 8605, consider ordering when the Team is mobilized.

This position coordinates closely with the Incident Business Advisor. It is strongly suggested that the responsible agency supplies the Finance Section chief (FSC) or provides agency oversight.

Logistics

This position is responsible for providing facilities, services, and material in support of the incident. This may include setting up the base camp, arrangement of food, water, sanitation, sleeping areas, weed washing and first-aid unit. Ordering of resources, accountability of property items and equipment, providing transportation, communications, and security are major functions of this position. This position is responsible for verifying the Initial Supply Order, contained in attachment 1 with CDC. Once ICP is established, this position is also responsible for coordinating with dispatch to establish set ordering times for supplies, time is negotiable. Direct ordering for NFES items may be established through coordination with CDC and the cache.

Information/Liaison Officer

For the purpose of this Team the Liaison and Information Officer may be combined and filled with one individual, but the primary focus would be information.

The Liaison position is the point of contact for the assisting and cooperating Agency Representatives. This includes Agency Representatives from other fire agencies.

The Information position is responsible for the formulation and release of information about the incident to the news media, incident personnel, and other appropriate agencies and organizations.

Communications

This position is responsible for developing plans for the effective use of incident communications equipment and facilities; installing and testing communications equipment. The communications position will distribute communication equipment to incident personnel, as needed, and is responsible for maintenance, repair, and tracking of communications equipment.

Air Operations

This is a specialist position and is responsible for the safe operation of air activities on the incident.

Trainee(s)

These opportunities are designed to give the trainee(s) valuable exposure to a specific functional position. The goal is to qualify the trainee(s) to a functional position within the Team in the future. Trainee(s) positions are negotiated with the Agency Administrator. A joint interagency priority list of trainees will be established to facilitate these opportunities.

Computer Support

CDK has laptops, printers, copiers, and fax machines available, NFES 8683.

ATTACHMENT 1

The following documents can be referenced for ordering procedures from CDK, Incident Replacement Requisitions, nonstandard cache item requests, lost/damaged/destroyed government property, or transferring supplies/equipment between incidents:

- North Idaho Zone Incident Business Plan
- Idaho Department of Lands Incident Business Operating Guide
- Coeur d'Alene Interagency Dispatch Standard Operating Procedures
- Coeur d'Alene Interagency Fire Cache User's Guide
- Interagency Incident Business Management Handbook

ID-CDK Type 3 Team NFES Specialty Items:

----NA----	Initial Supply Order
NFES 8605	Kit, Forms, Type 3
NFES 8650	Kit, Radio/Cell Phone, Type 3
NFES 8683	Kit, Laptop, Type 3
NFES 9450	Printer, Desk-jet 1220c (color capable)
NFES 9451	Printer, Laser-jet 2100TN

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NIZ IMT3; Positions and Supplies “to consider ordering” when an IMT3 is requested

This is not to be consider an automatic pre-order; confirm with IC prior to ordering these position and items.

INCIDENT NAME _____ RESOURCE ORDER # _____ DATE _____

Resource Item	Resource	ROSS Qual	Comments
Incident Commander			
Plans			
Logistics			
SPUL / RCDM / ORDM			
Operations			
Operations			
Finance			
Safety			
Public Information			
Law Enforcement			
Communications / COMT			
IT Support			If IDL T3 Computer Kits ordered
Communications Equipment	NFES	QTY/ Unit	Comments
T3 Radio/Cell Phone Kit	008650		
Comm/Tac Radio Kit	008685		
Repeater, Portable	008649		Wide Band Repeater
Battery, AA	000030		
Battery, 7.5 Vt	001023		
4390 Starter Kit	004390		
T3 Laptop Kit	008683		
ICP Facilities			
T3 Forms Kit	008605		
Office Supply Kit	000760		
Laser Jet Printer	009451		
Desk Jet Printer	009450		
Fax / Copier / Printer	009445		

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ICP Facilities continued	NFES	QTY/ Unit	Comments
Generator, 3-6 KW	000709		
Shelter, 20' Kit (Yurt)	000549		
Shelter, 15x17' Kit	000430		
Lighting Kit	006051		
Incident Signage			
Road Sign Kit	001026		
Sign Kit	001031		Kit includes Camp & Aviation signs
Sign, "Blank"	000189		
General Supplies	NFES		
T3 Pre-Order NFES Supply Kit	N/A – See T3 Plan for contents/NFES #s		Order entire kit package <u>or</u> Refine to fit requirements
General Supplies Local Purchase	Vendor	QTY/ Unit	Comments

INITIAL SUPPLY ORDER, TYPE 3 TEAM

NFES	ITEM DESCRIPTION	QTY	UI	Unit of Issue DESCRIPTION
NA	INITIAL SUPPLY ORDER, TYPE 3 TEAM			
0021	Bag, Trash, 30 Gal.	1	BX	200 EA/BX
0030	Battery, "AA"	60	PG	24 EA/PG
1050	Belt Weather Kit	2	KT	
2332	Rack, Garbage, Wire	5	EA	
2047	Chair, Folding, Metal	12	EA	
0480	Coffee Heating Kit	1	KT	
74381	Kit, Radio/Cell Phone (Type 3)	1	KT	
0048	Container, 5 Gal. Water (Cubi)	1	BX	20 EA/BX
0533	Cord, Parachute	1	SL	
0925	Fire Shelter, M2002	10	EA	
1143	First Aid Kit, Belt Type	3	KT	
0279	Flagging, Red	3	RO	
6066	Flagging, "Killer Tree"	3	RO	
2401	Flagging, Pink	3	RO	
0566	Flagging, "Escape Route"	3	RO	
6067	Flagging, "Spot Fire"	3	RO	
0960	Fly, Tent Kit	2	KT	
8605	Forms Kit, Type III Team	1	KT	
2501	Lantern, Camp, Electric	3	EA	
0105	Fusee	1	CS	72 EA/BX
0321	Hammer, Claw	1	EA	
0713	Headlamp, Cordless	10	EA	
0000	Instruction/Inventory List	1	EA	
2802	Jeans, BDU, 30-34x30	2	PR	
2803	Jeans, BDU, 32-36x30	2	PR	
2804	Jeans, BDU, 34-38x30	2	PR	
2805	Jeans, BDU, 36-40x30	2	PR	
2807	Jeans, BDU, 40-44x30	2	PR	
0033	Battery, Alkaline, D-cell	6	PG	12 EA/PG
0142	Paper, Toilet	1	CS	
0089	Pole, Ridge, Tent	6	EA	
0083	Pole, Upright, Tent	12	EA	
0146	Pulaski w/Sheath	20	EA	
0577	Shirt, Small	2	EA	
0578	Shirt, Medium	2	EA	
0579	Shirt, Large	2	EA	
0580	Shirt, X-Large	2	EA	
0171	Shovel, w/Sheath	10	EA	
0022	Sleeping Bag, Ply	10	EA	
0760	Kit, Office Supply	1	KT	
0825	Stake, Tent, Metal	30	EA	
2698	Table, 6', Collapsible	6	EA	
0222	Tape, Filament, 1" x 60 Yard	9	RO	
1038	Towel, Disposable, Bath	1	CS	300 EA/BX

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NA	INITIAL SUPPLY ORDER, TYPE 3 TEAM, cont.....			
0534	Flagging, Perimeter, Multi-colored	4	RO	
0267	Ribbon, Hazards, Yellow/Black Striped	6	RO	
3161	Ease, Display	1	EA	
0178	Sign, Directional Arrow, 14"x 11", Weatherized	10	EA	
0189	Sign, Blank, 14"x 11", Weatherized	5	EA	
0970	Kit, Security Fence	1	KT	
8650	Kit, Radio / Cell Phone (Type 3)			
4309	BOX, SHIPPING, DURABLE	1	EA	
4306	LINER, FOAM INSERT	1	EA	
8878	INVENTORY LIST	3	EA	
1938	SEAL, LEAD, BOX	2	EA	
1352	SORTER, T-CARD	1	EA	
2098	T-CARDS, TRACKING	1	PG	100 EA/PG
9437	RADIO, KING VHF	6	EA	
8891	MANUAL, KING PROGRAMMING	1	EA	
5321	ANTENNA, HELICAL, KING	6	EA	
5330	SPEAKER/MICROPHONE, KING	3	EA	
5331	CASE, LEATHER, RADIO	8	EA	
1034	HOLDER, BATTERY, "AA" CLAMSHELL	8	EA	
4355	ANTENNA, MOBILE, MAGNETIC	2	EA	
5340	ANTENNA, King, UHF, Screw mount	2	EA	
9434	Radio, BK, UHF, Handheld	2	EA	
0030	BATTERY, ALKALINE "AA"	8	PG	24 EA/PG
8927	RADIO FREQUENCY CHART (IPNF & IDL)	3	EA	
4602.	PROGRAMMER, Cloning Cable, King	1	EA	
8894	RADIO TRACKING SHEET	3	EA	
8889	MANUAL, BK Owners	1	EA	
9425	PHONE- SATELLITE/ CELL, HAND-HELD	3	EA	
9428	ANTENNA- EXTERNAL SATELLITE PHONE	3	EA	
8683	Kit, Laptop Type 3			
9493	Battery Backup, laptop	1	EA	
9494	Box, fiberglass, laptop kit	1	EA	
9444	Cable, network, laptop	6	EA	
9244	CD, "Wireless printer set up"	1	EA	
9446	Cord, power supply, laptop	6	EA	
9498	Flash drive, USB, 2GB	3	EA	
8878	Form, Instruction or inventory for kits	1	EA	
9449	Laptop, computer	6	EA	
9496	Mouse, USB	6	EA	
9421	Pad, 10-key, USB	2	EA	
9423	Router, link-system, wireless	1	EA	
9497	Server, wireless print	2	EA	

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NFES	ITEM DESCRIPTION	QTY	UI	UI DESCRIPTION
8605	Kit, Type 3 Forms			
8109	Carton, Fiberboard, 16" x 16" x 16"	1	EA	
101325	ICS-201, Incident Briefing	10	EA	
101326	ICS-202, Incident Objectives	10	EA	
101330	ICS-205, Incident Radio Communication Plan	10	EA	
1333	ICS-209, Incident Status Summary (CD-Rom)	1	EA	
101335	ICS-211, Check-In List	10	EA	
1336	ICS-213, General Message	1	PG	100 SE/PG
101337	ICS-214, Unit Log	10	EA	
101340	ICS-217, Radio Frequency Assignment	10	EA	
101342	ICS-219-1, Resource Status Card, Gray	10	EA	
101344	ICS-219-2, Resource Status Card, Green, Crew	10	EA	
101345	ICS-219-3, Resource Status Card, Pink, Engines	10	EA	
101346	ICS-219-4, Resource Status Card, Blue, Helicopter	10	EA	
101347	ICS-219-5, Resource Status Card, White, Personnel	10	EA	
101348	ICS-219-6, Resource Status Card, Salmon, Aircraft	10	EA	
101349	ICS-219-7, Resource Status Card, Yellow, Dozers	10	EA	
101350	ICS-219-8, Resource Status Card, Buff, Equip.	10	EA	
101353	ICS-221, Demobilization Checkout	10	EA	
101577	ICS-224, Crew Performance Rating	10	EA	
101338	ICS-215, Operational Planning Worksheet	10	EA	
0000	ICS-260-1, Resource Order	1	PG	100 EA/PG
8827	Fire Service Organization Rate Book "Pink Book"	1	EA	
8878	Instruction/Inventory List	1	EA	
2160	NWCG #2, Interagency Fire Business Mgmt Handbook	1	EA	
100863	OF-286, Emergency Equipment Use Invoice	20	SE	
0866	OF-288, Emergency Firefighter Time Report	1	HD	
100862	OF-294, Emergency Equipment Rental Agreement	10	EA	
0872	OF-297, Emergency Equipment Shift Ticket	5	PD	
0420	OF-304, Fuel & Oil Issue	2	PD	
0891	SF-261, Crew Time Report	5	PD	
0000	Form, ICS 260-1, Resource Order Cont....	1	PG	
1352	Sorter, T-Card	2	EA	
101576	ICS-225, Incident Personnel Performance Rating	10	SH	
101472	Form, Interagency Incident Waybill	20	SE	
101473	Form, Interagency, Incident Waybill Cont.	20	SE	
0775	Calendar Current Year	1	EA	
7384	Telephone Directory, CDA/Spokane	1	EA	
0362	Catalog, National Fire Equipment	1	EA	
8886	Guide, CDA Interagency Fire Cache User's	1	EA	
9174	Form, IC-1, Notice of Injury	5	SH	
2068	Binder, 1", 3-ring, black	3	EA	
101300	Form, Incident Replacement Requisition	20	SE	
101286	Form, Incident Replacement Req. Continued	20	SE	
2990	Records Retention KIT (IMT)	1	EA	
0771	Clipboard, 9"x12 ½"	3	EA	

ATTACHMENT 2

NORTHERN ROCKIES INCIDENT COMMANDER CONFERENCE CALL

During periods of a sitting GMAC an evening conference call will be convened at 18:00 MDT (Time may be changed to accommodate scheduling).

The normal conference call number will be;

1-877-356-3068

Pass code 5966763

Use of zone MAC groups or area command may change the schedule and necessity of who is on the call.

Incidents will be queried in order of fire priority on the National Incident Situation Report. The following information will be provided by the Incident IC or designated representative:

Incident Size up- Acreage/ Fire Behavior/ Strategy/ Percent Contained/ Cost to date/ Agencies involved.

Values at Risk- Communities/ Infrastructure/ Structures at risk 4, 8, 24, 48 hours out

Major Accomplishments/ Planned actions

Critical Needs- what, when, duration needed, planned accomplishment. Needs by priority, resource type and needed 12, 24, 48, 72 hours out

Evacuations / Closures/ Restrictions

WFSA-WFDSS-DAR Status/ Long Term Strategy/ Decision Support Needs

Problem Areas/ Concerns/ Issues

Accident/ Illness Summary

Community Meetings

